



UNITED STATES MARINE CORPS

ENGINEER COMPANY B (-)
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP, FMF
ARMED FORCES RESERVE CENTER
1801 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1799

IN REPLY REFER TO:

1754

Admin

5 Mar 04

COMPANY POLICY LETTER 09-04

From: Commanding Officer/Inspector-Instructor
To: Distribution List

Subj: FAMILY READINESS SUPPORT PROGRAM (FRSP)

Ref: (a) MCO P1700.27A
(b) MCO P5211.2A
(c) MCO 1754.6
(d) ForO 1754.2A

1. The purpose of this policy letter is to establish a Family Readiness Support Program (FRSP) that will provide support to the families of the Marines and Sailors of this unit during times of mobilization or Annual Training (AT).
2. References (a) through (c) provide guidance for establishing and working a FRSP. Reference (d) provides specific guidance, policy, and procedures for the management of FRSP's within the 4th Force Service Support Group, and will be the primary source of guidance for the management of the FRSP within Engineer Company B. Through the use of Annual and Semi-Annual Formal training, all Marines and Sailors of this unit will be made aware of the contents of the references and the intent and purpose of this policy.
3. A Family Readiness Officer (FRO) will be appointed, in writing, for Engineer Company B. The FRO will be guided in the performance of his duties by the references and this policy. Enclosure (1) of reference (c) provides FRSP structure and outlines the basic duties of the FRO, Key Volunteers (KV) and the Key Volunteer Program. Enclosure (2) of reference (d) provides a list of recommended FRSP publications that should be on hand for use by Dependents. The FRO will be guided, but not limited by, all of the above in the performance of his duties.
4. At a minimum, the unit FRO will additionally be responsible for the following:

- a. Publish a quarterly/semi-annual/annual (as deemed necessary) Family Newsletter.

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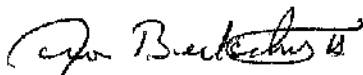
b. Solicit and Screen volunteers from the family's of Engineer Company B to be utilized as Key Volunteers.

c. Coordinate and supervise unit training in the purpose and intent of the FRSP.

d. Coordinate and supervise training and information seminars for the wives, parents and families of the members of this unit.

e. Coordinate the implementation of the unit FRSP with the Inspector-Instructor Staff to ensure smooth transfer of responsibility during time of mobilization.

5. The morale, health and welfare, and well being of a Marines/ Sailors Family contributes immeasurably to the peace of mind of that Marine or Sailor during times of deployment. All members of this unit are strictly charged with familiarizing themselves with the contents of this policy, and ensuring that their families, as well as the families of their subordinates are made aware of the unit FRSP and utilize it to their best advantage.



L. R. BERTSCHY, II
Commanding Officer



A. N. GREEN, III
Inspector-Instructor

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